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Foreign Broadcast Information Service
2430 E Street, N.W.
Washington, D. C.

Dear Alan:

I have read with interest the copy of your letter to Marriott on the proposed agenda for the forthcoming Coordination Committee meeting. I can think of no additional matters for discussion as they might affect the London Bureau that are not included in the categories outlined in your letter.

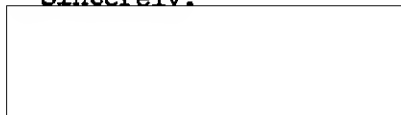
In connection with the proposed discussion of the activities of the Standardization Committee, it might be pointed out that this committee has held no meetings to my knowledge since I have been in Caversham. In this connection there was a recent inquiry from Saltmarshe whether there had been a revised Field Manual embodying presently-approved procedures and definitions. An inspection of bureau editorial files fails to reveal any more recent guide than that of 1948, although there is record of a few isolated revisions. The issuance of a 1952 Field Manual, even with a minimum of revisions would, it seems to me, be a desirable project at this time. Meanwhile, a rejuvenated Standardization Committee with responsibilities enlarged beyond matters of style uniformity to include possible discussion of and decision on special FBIS requirements would fill a current need. FBIS members of the Committee would include ex-officio the Chief Editor, Chief, Reports Section and Quantitative Analyst (if appointed).

It seems to me most appropriate for Marriott to be thoroughly briefed on our analysis projects, as proposed in Paragraph 5. While I shouldn't venture to predict he will be able to offer complete fulfillment of our requests, in view of severe manpower limitations, I feel sure he will be impressed and offer cooperation to the limit of available facilities. Specifically, some members of the editorial staff have suggested a point might be made to Marriott of the importance attached to the Newswatch, Soviet tabulation and economic Abstracts, since inadequate slugs and summaries continue to be a frequent source of error and embarrassment. You may, of course, prefer not to discuss these details

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with Marriott but to leave them to be explored at an operations level here. Still, if he could be persuaded of the importance attached to these projects considerable effect would be felt all the way down the line. Please let me know if there is anything you wish me to do here before Marriott leaves.

Sincerely.



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